



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 6/4/13

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

APRIL 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 APRIL 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
APRIL 2013

BEGINNING BALANCE AS OF 4/01/2013

\$1,808,817.21

REVENUE

Conversion Fee	83,880.00
Interest	<u>859.39</u>

TOTAL REVENUE

\$84,739.39

SUBTOTAL

\$1,893,556.60

EXPENDITURES

Salaries & Benefits	30,552.70
Software	9,521.72
Computer Equipment >1K	1,038.45
Professional Services	11,686.24
Telephone	358.50
Motor Pool	158.83
R & M Equipment	23,123.15
R & M Software	<u>6,301.55</u>

TOTAL EXPENDITURES

(\$82,741.14)

FUND ENDING BALANCE

\$1,810,815.46

DOCUMENT STORAGE & RETRIEVAL FUND
APRIL 2013

EXPLANATION OF EXPENDITURES:

COMPUTER EQUIPMENT <\$1K

DELL, INC	846.36	Vostro 2520 BTX Laptop with docking station
STAPLES	<u>192.09</u>	(5) Ergonomic keyboards
	1,038.45	

SOFTWARE

ORACLE	80.86	Oracle Database Standard Edition
ORACLE	80.86	Oracle Database Standard Edition
SATORI SOFTWARE	495.00	MailRoom ToolKit Architect MOVE update renewal
SATORI SOFTWARE	6,950.00	MailRoom ToolKit Architect renewal
SATORI SOFTWARE	1,400.00	MailRoom ToolKit Architect 48-month NCOA Processing renewal
SATORI SOFTWARE	495.00	MailRoom ToolKit Architect Support renewal
SATORI SOFTWARE	<u>20.00</u>	Shipping
	9,521.72	

SOFTWARE MAINTENANCE & SUPPORT

SHI, INTERNATIONAL, INC.	2,016.00	MPKI for SSL Standard – renewal
SHI, INTERNATIONAL, INC.	302.00	Multiple platforms English service – renewal
SHI, INTERNATIONAL, INC.	164.58	sales tax on above
ORACLE	1,188.03	Premier support for systems – SF V490
ORACLE	1,188.03	Premier support for systems – SF V490
ORACLE	405.27	Premier support for systems – SF V 210
ORACLE	463.35	Premier support for systems – SFV215
ORACLE	<u>574.29</u>	Premier support for systems – SE3510
	6,301.55	

PROFESSIONAL SERVICES

QUEUE CORP.	6,960.00	Contracted services for development/testing of database system
TOTAL SOLUTIONS	<u>4,726.24</u>	Contracted services for development/testing of database system
	11,686.24	

MOTOR POOL

PIMA COUNTY FLEET SERVICES	158.83	Motor pool charges for March, 2013
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TELEPHONE

VERIZON WIRELESS	43.83	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	53.38	404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	56.93	490-7455 PDA for IT staff for constant contact capability and for receiving system failure alerts.

VERIZON WIRELESS	31.61	404-7087 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
VERIZON WIRELESS	31.61	269-0598 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
PIMA COUNTY FINANCE	1.14	Monthly long distance
PIMA COUNTY FINANCE	<u>140.00</u>	Monthly port charges
	358.50	

R&M MACHINERY & EQUIPMENT SERVICES

THIN CLIENT COMPUTING, LLC	19,500.00	Magnitude 3D 4000e Silver 24 x 7 support
THIN CLIENT COMPUTING, LLC	2,050.00	Brocade 5100 Maintenance renewal
THIN CLIENT COMPUTING, LLC	<u>1,573.15</u>	sales tax on above
	23,123.15	

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		YTD EXPEND'S
BEGINNING BALANCE	1,779,581.94	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	1,810,815.46		
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				786,799.00
Commingled Interest			2,609.79	628.36	767.60	1,041.65	271.50	826.84	294.21	859.39				7,289.34
Miscellaneous Revenue														0.00
TOTAL REVENUES	75,980.00	80,500.00	61,541.79	90,876.36	85,299.60	86,353.65	66,207.50	91,754.84	70,845.21	84,739.39	0.00	0.00		794,088.34
SUBTOTAL	1,855,561.94	1,879,267.38	1,876,163.87	1,886,825.37	1,904,415.28	1,922,822.60	1,913,148.36	1,877,106.40	1,869,575.19	1,893,556.60	1,810,815.46	1,810,815.46		
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				440,091.94
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				64,157.92
IT Services														
Chemicals														0.00
Computer Equip < 1K		987.51			888.81	2,078.17		2,468.52	861.42	1,038.45				8,322.88
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				87,609.99
Telephone		503.99	644.05	504.35	515.97	151.50	859.69	357.48	635.30	358.50				4,530.83
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				266.78
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				36,617.89
R & M Software						25,733.63	23,602.40			6,301.55				55,637.58
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	66,794.56	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	0.00	0.00		762,854.82
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	1,810,815.46	1,810,815.46		