



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 8/5/2025

*\*= 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 – June FY25 Document Storage & Retrieval Fund Report

**\*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 the documents recorded. 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 June FY25.

**\*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 June FY25 Document Storage & Retrieval Fund Report.

**\*Fiscal Impact:**

N/A

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Recorder

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Contact: Marion Chubon, Chief Deputy Recorder

Telephone: (520) 724-4321

Department Director Signature: \_\_\_\_\_

Date: 7/15/2025

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: 7/16/25

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GABRIELLA CÁZARES-KELLY, Recorder

## DOCUMENT STORAGE & RETRIEVAL FUND

### Summary Report

JUNE 2025

FUND BALANCE AS OF 06/01/2025

**\$785,841.32**

#### REVENUES

JUNE 2025	
Conversion Fee	\$73,335.00
Commingled Interest	\$3,313.34
Misc. Revenue	\$0.00

TOTAL REVENUES

\$76,648.34

#### EXPENDITURES

JUNE 2025	
Salaries & Benefits	\$45,193.45
Software (New)	\$26,167.75
Office Supplies	\$0.00
Computer Equip < \$1k	\$0.00
R&M Software	\$0.00
Software Maint & Support	\$9,239.66
Other Professional Services	\$89,655.00
Out State Training	\$0.00
Out of State Travel	\$-727.09

TOTAL EXPENDITURES

\$169,528.77

**ENDING FUND BALANCE AS OF 06/30/2025**

**\$692,960.89**