



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/18/16

**Title:** Recorder's report for June 2016 for the Document Storage and Retrieval Fund

### **Introduction/Background:**

Pursuant to Resolution No. 1993-200, request ratification by the Pima County Board of Supervisors of the Document Storage and Retrieval Report for June 2016

### **Discussion:**

see attached report

### **Conclusion:**

### **Recommendation:**

Ratify Recorder's report for June 2016 on the Document Storage and Retrieval Fund.

### **Fiscal Impact:**

none

### **Board of Supervisor District:**

1       2       3       4       5       All

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Department: Recorder

Telephone: 520-724-4356

Department Director Signature/Date: *F. A. Robey*

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

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Mailing Address  
P. O. Box 3145  
Tucson, AZ 85702-3145

County Public Service Center  
240 North Stone Avenue, 1<sup>st</sup> Floor  
Tucson, AZ

**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  
[www.recorder.pima.gov](http://www.recorder.pima.gov)

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**JUNE 2016**

***BEGINNING BALANCE AS OF 6/01/2016***

**\$778,798.77**

**REVENUE**

|                |             |
|----------------|-------------|
| Conversion Fee | \$70,536.00 |
| Interest       | 450.18      |

TOTAL REVENUE

\$70,986.18

***SUBTOTAL***

\$849,784.95

**EXPENDITURES**

|                                 |           |
|---------------------------------|-----------|
| Salaries & Benefits             | 46,816.33 |
| Computer Equipment <\$1K        | 710.16    |
| Professional Services           | 8,303.75  |
| Telephone                       | 151.93    |
| Advertising                     | 563.15    |
| Equipment Maintenance & Support | 3,541.84  |
| Software Maintenance & Support  | 12,070.01 |

TOTAL EXPENDITURES

72,157.17

***FUND ENDING BALANCE***

**\$777,627.78**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**JUNE 2016**

**EXPLANATION OF EXPENDITURES:**

COMPUTER EQUIPMENT <\$1K

|      |               |                        |
|------|---------------|------------------------|
| DELL | 47.34         | External optical drive |
| DELL | <u>662.82</u> | Dell Latitude E5570 PC |

710.16

PROFESSIONAL SERVICES

|            |          |  |
|------------|----------|--|
| QUEUE CORP | 8,303.75 | Contracted services for development/testing of database system |
|------------|----------|--|

TELEPHONE

|                  |              |  |
|------------------|--------------|--|
| VERIZON WIRELESS | 55.96        | 425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts                            |
| VERIZON WIRELESS | 55.96        | 404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.                           |
| VERIZON WIRELESS | <u>40.01</u> | 237-5389 Broadband card for using PDA as modem to access Internet with laptop for remote site access/network troubleshooting |

151.93

ADVERTISING

|                    |        |                              |
|--------------------|--------|------------------------------|
| ARIZONA DAILY STAR | 563.15 | Advertising for IT positions |
|--------------------|--------|------------------------------|

SOFTWARE MAINTENANCE & SUPPORT

|                        |           |                      |
|------------------------|-----------|----------------------|
| SHI INTERNATIONAL CORP | 10,214.25 | MSDN support renewal |
|------------------------|-----------|----------------------|

MACHINERY & EQUIPMENT MAINTENANCE & SUPPORT

|         |          |                    |
|---------|----------|--------------------|
| INSIGHT | 3,451.84 | KEMP basic support |
|---------|----------|--------------------|



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/18/16

**Title:** Recorder's report for July 2016 for the Document Storage and Retrieval Fund

**Introduction/Background:**

Pursuant to Resolution No. 1993-200, request ratification by the Pima County Board of Supervisors of the Document Storage and Retrieval Report for July 2016

**Discussion:**

see attached report

**Conclusion:**

**Recommendation:**

Ratify Recorder's report for July 2016 on the Document Storage and Retrieval Fund.

**Fiscal Impact:**

none

**Board of Supervisor District:**

1       2       3       4       5       All

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Department: Recorder

Telephone: 520-724-4356

Department Director Signature/Date: *F. Rodriguez*

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

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**DOCUMENT STORAGE & RETRIEVAL FUND**  
**JULY 2016**

**BEGINNING BALANCE AS OF 7/01/2016**

**\$777,627.78**

**REVENUE**

|                |             |
|----------------|-------------|
| Conversion Fee | \$46,204.00 |
| Interest       | 424.34      |

**TOTAL REVENUE**

**\$46,628.34**

***SUBTOTAL***

**\$870,884.46**

**EXPENDITURES**

|                     |           |
|---------------------|-----------|
| Salaries & Benefits | 52,513.02 |
| Telephone           | 274.45    |

**TOTAL EXPENDITURES**

**\$52,787.47**

***FUND ENDING BALANCE***

**\$771,468.65**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**JULY 2016**

**EXPLANATION OF EXPENDITURES:**

TELEPHONE

|                  |              |  |
|------------------|--------------|--|
| VERIZON WIRELESS | 55.86        | 425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts                            |
| VERIZON WIRELESS | 55.86        | 404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.                           |
| 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 | 61.36        | 307-6436 Broadband card for using PDA as modem to access Internet with laptop for remote site access/network troubleshooting |
| VERIZON WIRELESS | <u>61.36</u> | 307-7819 Broadband card for using PDA as modem to access Internet with laptop for remote site access/network troubleshooting |

274.45



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/18/16

**Title:** Recorder's report for August 2016 for the Document Storage and Retrieval Fund

**Introduction/Background:**

Pursuant to Resolution No. 1993-200, request ratification by the Pima County Board of Supervisors of the Document Storage and Retrieval Report for August 2016

**Discussion:**

see attached report

**Conclusion:**

**Recommendation:**

Ratify Recorder's report for August 2016 on the Document Storage and Retrieval Fund.

**Fiscal Impact:**

none

**Board of Supervisor District:**

1       2       3       4       5       All

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Department: Recorder

Telephone: 520-724-4356

Department Director Signature/Date: *J. O. Rodney*

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

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**DOCUMENT STORAGE & RETRIEVAL FUND**  
**AUGUST 2016**

***BEGINNING BALANCE AS OF 8/01/2016***

**\$771,468.65**

**REVENUE**

Conversion Fee \$71,132.00

TOTAL REVENUE \$71,132.00

***SUBTOTAL***

\$913,732.65

**EXPENDITURES**

Salaries & Benefits 57,109.53

Computer Equipment <\$1K 3,515.28

Telephone 231.75

Software Maintenance 22,426.36

Other Equipment 1,070.80

TOTAL EXPENDITURES \$84,353.72

***FUND ENDING BALANCE***

**\$758,246.93**



**DOCUMENT STORAGE & RETRIEVAL FUND**  
**AUGUST 2016**

**EXPLANATION OF EXPENDITURES:**

COMPUTER EQUIPMENT <\$1K

|      |                 |                                 |
|------|-----------------|---------------------------------|
| DELL | 864.03          | Dell Latitude E5270 PC          |
| DELL | <u>2,651.25</u> | (4) Dell Latitude E5570 laptops |

3,515.28

TELEPHONE

|                  |              |  |
|------------------|--------------|--|
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| VERIZON WIRELESS | 55.86        | 404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.                           |
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| VERIZON WIRELESS | 40.01        | 307-6436 Broadband card for using PDA as modem to access Internet with laptop for remote site access/network troubleshooting |
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231.75

SOFTWARE MAINTENANCE AND SUPPORT

|           |           |   |
|-----------|-----------|---|
| SHI, INC. | 22,426.36 | Maintenance for Citrix XenDesktop and NetScaler |
|-----------|-----------|---|

OTHER EQUIPMENT

|                           |          |                         |
|---------------------------|----------|-------------------------|
| WORLDWIDE TECHNOLOGY, INC | 1,070.80 | (2) APC Smart UPS units |
|---------------------------|----------|-------------------------|