

# COB - BOSAIR FORM

11/14/2025 10:29 AM (MST)



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\*

Award Type:	Agenda Item
Is a Board Meeting Date Requested?	Yes
Requested Board Meeting Date:	12/02/2025
Project Title / Description:	Pima County Recorder's Office – October FY26 Document Storage & Retrieval Fund Report

### Agenda Item Report

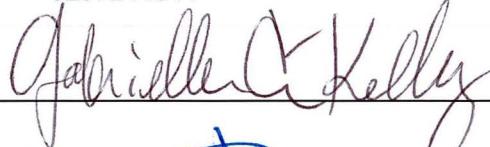
Introduction / Background:	The Pima County Recorder's Office generates revenue from individual document recording. For every document recorded, a \$4.00 fee is transferred into a special revenue fund to support the digital conversion of documents and maintain the technological infrastructure used to 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 October FY26.
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 October FY26 Document Storage & Retrieval Fund Report.
Fiscal Impact:	N/A
Support of Prosperity Initiative:	N/A
Provide information that explains how this activity supports the selected Prosperity Initiative	N/A
Board of Supervisor District:	<ul style="list-style-type: none"><li>1</li><li>2</li></ul>

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- 4
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**Department:** Recorder

**Name:** Roxanne Maytorena

**Telephone:** 5207244344

Department Director Signature: 

Date: 11/14/2025

Deputy County Administrator Signature: 

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

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

Date: 11/14/2025

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

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



Mailing Address:  
PO Box 3145  
Tucson, AZ 85702-3145  
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GABRIELLA CÁZARES-KELLY, Recorder

## DOCUMENT STORAGE & RETRIEVAL FUND

### Summary Report OCTOBER 2025

FUND BALANCE AS OF 10/01/2025

**\$175,754.33**

#### REVENUES

<b>OCTOBER 2025</b>	
Conversion Fee	\$49,512.00
Commingled Interest	\$1,525.56
Misc. Revenue	\$0.00

TOTAL REVENUES \$51,037.56

#### EXPENDITURES

<b>OCTOBER 2025</b>	
Salaries & Benefits	\$64,996.40
50180SC - New Software	\$21,299.29
50063SC - Software Maint & Support	(\$9,567.88)
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,780.00

TOTAL EXPENDITURES \$80,507.81

***ENDING FUND BALANCE AS OF 10/31/2025***

**\$146,284.08**