



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:

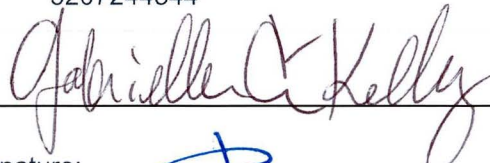
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Department: Recorder

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., 1st Floor
Tucson, AZ 85701

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



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Tucson, AZ 85702-3145
Social: @PimaRecorder
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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

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

TOTAL REVENUES

\$51,037.56

EXPENDITURES

OCTOBER 2025	
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