



## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: 11/12/13

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### **ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:**

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

SEPTEMBER 2013

CONTRACT NUMBER (If applicable): \_\_\_\_\_

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### **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 SEPTEMBER 2013

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Rev. 10/97

Page 1 of 2

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.

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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**  
**SEPTEMBER 2013**

***BEGINNING BALANCE AS OF 9/01/2013***

**\$1,724,860.47**

**REVENUE**

Conversion Fee	\$54,148.00
Interest	846.00

**TOTAL REVENUE**

**\$54,994.00**

***SUBTOTAL***

**\$1,779,854.47**

**EXPENDITURES**

Salaries & Benefits	40,008.08
Software	80.86
Computer Equipment <\$1K	1,591.08
Film & Supplies	6,864.00
Professional Services	62,597.00
Telephone	506.29
Freight & Postage	64.31
R & M Equipment	1,114.86
Software Maintenance	2,880.38
Other Capital \$1K - \$5K	10,943.89
Capital Equip \$5K & Up	<u>66,035.37</u>

**TOTAL EXPENDITURES**

**(\$192,686.12)**

***FUND ENDING BALANCE***

**\$1,587,168.35**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**SEPTEMBER 2013**

**EXPLANATION OF EXPENDITURES:**

SOFTWARE

ORACLE	80.86	Database Standard Edition – named user plus perpetual
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COMPUTER EQUIPMENT LESS THAN \$1K

DELL	1,242.09	(4) Dell UltraSharp 24" Monitors
YOBITECH	110.00	(2) Dell compatible replacement drives
YOBITECH	140.00	(2) Dell compatible replacement drives
YOBITECH	(93.50)	return of (2) Dell compatible replacement drives
STATE OF ARIZONA	10.64	use tax for August
VELOCITY TECH SOLUTIONS	181.85	(2) replacement Dell Power Supplies
	1,591.08	

CAMERAS, FILM & EQUIPMENT

ALLAN ENTERPRISES	6,864.00	16 MM archive film
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SOFTWARE MAINTENANCE & SUPPORT

SHI INTERNATIONAL CORP	1,591.50	Citrix renewal
ORACLE	1,288.88	Linux Premier Support
	2,880.38	

POSTAGE & FREIGHT

FED EX	64.31	Shipping for hard drives for imaging project
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R & M EQUIPMENT

LASER OPTIONS	164.86	repairs to HP Printer
SOURCE HOV	950.00	maintenance contract for SL1000 Film Scanner
	1,114.86	

PROFESSIONAL SERVICES

QUEUE CORP	9,540.00	Contracted services for development/testing of database system
TEK SYSTEMS	10,418.00	Contracted services for development/testing of database system
TEK SYSTEMS	10,944.00	Contracted services for development/testing of database system
TEK SYSTEMS	11,371.00	Contracted services for development/testing of database system
TEK SYSTEMS	9,760.00	Contracted services for development/testing of database system
TEK SYSTEMS	10,564.00	Contracted services for development/testing of database system
	62,597.00	

TELEPHONE

VERIZON WIRELESS	55.22	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	67.37	404-9781 PDA for IT staff for constant contact capability and for

VERIZON WIRELESS	40.01	237-1886 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	40.03	237-5389 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	71.82	490-7455 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	40.01	404-7087 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
VERIZON WIRELESS	40.01	269-0598 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting.
PIMA COUNTY FINANCE	3.04	Monthly long distance
PIMA COUNTY FINANCE	.78	Monthly long distance
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges

506.29

OTHER CAPITAL \$1K - \$5K

TITAN POWER	2,064.60	Eaton Powerware 9170
TITAN POWER	2,529.60	Eaton 9170 Power Modules (2)
TITAN POWER	1,993.92	Eaton 9170 battery modules (8)
TITAN POWER	239.79	Eaton Connect UPS Web SNMP Card
TITAN POWER	2,151.25	Electrical Installation
TITAN POWER	840.00	Demo and removal of old UPS. Start up of new UPS
TITAN POWER	480.00	shipping
TITAN POWER	<u>644.73</u>	sales tax on all of above

10,943.89

CAPITAL EQUIPMENT \$5K AND UP

DELL	52,090.36	(3) PowerEdge R820 servers
TITAN POWER	10,633.50	Eaton 9PX Series Single Phase Online Rackmount UPS
TITAN POWER	2,302.50	Eaton 9PX Series Extended Battery Module
TITAN POWER	<u>1,009.01</u>	sales tax on above

66,035.37

DOCUMENT STORAGE & RETRIEVAL														
FY 2012/2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD EXPEND'S	
BEGINNING BALANCE	1,782,270.45	1,784,289.49	1,724,860.47	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35		
REVENUES														
Conversion Fee	65,336.00	61,512.00	54,148.00										180,996.00	
Copyrighted Interest			846.00										846.00	
Miscellaneous Revenue		129.20											129.20	
TOTAL REVENUES	65,336.00	61,641.20	54,994.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181,971.20	
SUBTOTAL	1,847,606.45	1,825,940.69	1,779,854.47	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35		
EXPENDITURES														
Salaries & Benefits	51,183.46	39,580.41	40,008.08										130,781.95	
Office Supplies													0.00	
Books/Subscriptions													0.00	
Software	2,646.00		80.86										2,726.86	
IT Services														
Chemicals													0.00	
Computer Equip < 1K		215.46	1,591.08										1,806.54	
Film & Supplies			6,864.00										6,864.00	
Other Operating Supplies													0.00	
R & M Supplies													0.00	
Tools & Equip Under \$1K													0.00	
Professional Services	29,477.50	45,000.00	62,597.00	806.29									137,074.50	
Telephone		654.57		64.31									1,160.86	
Freight/Postage													64.31	
In-State Travel													0.00	
Out-of-State Travel													0.00	
Motor Pool													0.00	
Advertising													0.00	
Printing & Microfilming													0.00	
Supply & Serv Reduction													0.00	
Interdepart Supp.&Service													0.00	
R & M Equipment			1,114.86										1,114.86	
R & M Software		12,401.01	2,880.38										15,281.39	
R & M Bulb's & Grounds													0.00	
Use Tax													0.00	
Miscellaneous Charges													0.00	
Fixed Equip													0.00	
Capital Equip. \$1K - \$5K													0.00	
Other Capital \$1K - \$5K		3,218.77	10,943.88										14,162.66	
Capital Equip. \$5K & Up			66,035.37										66,035.37	
TOTAL EXPENDITURES	83,306.96	101,080.22	192,686.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	377,073.30	
FUND BALANCE	1,764,293.49	1,724,860.47	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35	1,587,168.35		