



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 1/19/2016

**Title:** Recorder's report for November 2015 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 November 2015

### **Discussion:**

see attached report

### **Conclusion:**

### **Recommendation:**

Ratify Recorder's report for November 2015 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. Rodriguez 12-29-15

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**  
**NOVEMBER 2015**

***BEGINNING BALANCE AS OF 11/01/2015***

**\$814,604.44**

**REVENUE**

Conversion Fee	\$49,124.00
Interest	192.42

TOTAL REVENUE

\$49,316.42

***SUBTOTAL***

\$863,920.86

**EXPENDITURES**

Salaries & Benefits	42,637.06
Office Supplies	353.52
Software	150.00
Professional Services	8,870.00
Telephone	327.53
Freight/Postage	<u>22.15</u>

TOTAL EXPENDITURES

52,360.26

***FUND ENDING BALANCE***

**\$811,560.60**

**DOCUMENT STORAGE & RETRIEVAL FUND  
NOVEMBER 2015**

**EXPLANATION OF EXPENDITURES:**

OFFICE SUPPLIES

LASER OPTIONS	353.52	Toner cartridges
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SOFTWARE

APL ACCESS & SECURITY	150.00	Update DSX software
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PROFESSIONAL SERVICES

QUEUE CORP	7,670.00	Contracted services for development/testing of database system
APL ACCESS & SECURITY	<u>1,200.00</u>	Services for updating DSX software

8,870.00

FREIGHT/SHIPPING

APL ACCESS & SECURITY	22.15	shipping for updated DSX software
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TELEPHONE

VERIZON WIRELESS	55.83	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	55.83	404-9781 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
VERIZON WIRELESS	55.83	490-7455 PDA for IT staff for constant contact capability and for receiving system failure alerts.
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	<u>40.01</u>	237-5389 Broadband card for using PDA as modem to access Internet with laptop for remote site access/network troubleshooting

327.53