



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 5/21/13

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

MARCH 2013

CONTRACT NUMBER (If applicable): _____

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 March 2013

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.

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
MARCH 2013

BEGINNING BALANCE AS OF 3/01/2013 **\$1,798,729.98**

REVENUE

Conversion Fee	70,551.00
Interest	<u>294.21</u>

TOTAL REVENUE \$70,845.21

SUBTOTAL **\$1,869,575.19**

EXPENDITURES

Salaries & Benefits	43,966.87
Computer Equipment >1K	861.42
Professional Services	11,298.75
Telephone	635.30
In State Training	2,495.00
R & M Equipment	<u>1,500.64</u>

TOTAL EXPENDITURES (\$60,757.98)

FUND ENDING BALANCE **\$1,808,817.21**

DOCUMENT STORAGE & RETRIEVAL FUND
MARCH 2013

EXPLANATION OF EXPENDITURES:

COMPUTER EQUIPMENT <\$1K

DELL, INC	861.42	OptiPlex 7010 PC
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IN-STATE TRAINING

NEW HORIZONS OF ARIZONA	2,495.00	
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PROFESSIONAL SERVICES

QUEUE CORP.	5,985.00	Contracted services for development/testing of database system
TOTAL SOLUTIONS	<u>5,313.75</u>	Contracted services for development/testing of database system

11,298.75

TELEPHONE

VERIZON WIRELESS	55.52	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	67.62	404-9781 PDA for IT staff for constant contact capability and for receiving system failure alerts.
VERIZON WIRELESS	72.12	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.
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	40.01	237-5389 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
PIMA COUNTY FINANCE	140.00	Monthly port charges
PIMA COUNTY FINANCE	<u>140.00</u>	Monthly port charges

635.30

R&M MACHINERY & EQUIPMENT SERVICES

GRUBER TECHNICAL, INC.	763.00	Powerware maintenance – one year Gold level
OSAM, INC.	82.50	Service for Canon color scanner (T0235)
OSAM, INC.	328.38	Service for Canon color scanner (T0236)
OSAM, INC.	163.38	Service for Canon color scanner (T0234)
OSAM, INC.	<u>163.38</u>	Service for Canon color scanner (AA1453)

1,500.64

Document Storage and Retrieval
2010/2011 Fiscal Year

DOCUMENT STORAGE & RETRIEVAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD EXPENDS
FY 2012/2013													
BEGINNING BALANCE	1,779,581.94	1,798,787.38	1,814,622.08	1,795,949.01	1,819,125.68	1,836,468.95	1,846,940.86	1,785,351.56	1,798,729.98	1,808,817.21	1,808,817.21	1,808,817.21	
REVENUES													
Conversion Fee	75,980.00	80,500.00	58,932.00	90,248.00	84,532.00	85,312.00	65,936.00	90,928.00	70,551.00				702,919.00
Commingled Interest			2,609.79	628.36	757.60	1,041.85	271.50	826.84	294.21				6,429.95
Miscellaneous Revenue													0.00
TOTAL REVENUES	75,980.00	80,500.00	61,541.79	90,876.36	85,289.60	86,353.85	66,207.50	91,754.84	70,845.21	0.00	0.00	0.00	709,348.95
SUBTOTAL	1,855,561.94	1,879,287.38	1,876,163.87	1,886,825.37	1,904,415.28	1,922,822.80	1,913,148.36	1,877,106.40	1,869,575.19	1,808,817.21	1,808,817.21	1,808,817.21	
EXPENDITURES													
Salaries & Benefits	47,339.79	48,502.83	40,001.56	47,954.85	60,402.77	35,195.38	45,210.29	40,964.80	43,966.87				409,539.24
Office Supplies		2,073.03						33.60					2,106.63
Books/Subscriptions													0.00
Software	9,454.77	7,748.53	33,249.80	2,208.75	616.58		140.04	1,217.73					54,636.20
IT Services													0.00
Chemicals													0.00
Computer Equip < 1K		987.51			888.81	2,078.17		2,468.52	861.42				7,284.43
Film & Supplies					15.00	286.56		6,255.79					6,567.35
Other Operating Supplies													0.00
R & M Supplies		218.66											218.66
Tools & Equip Under \$1K					307.05								307.05
Professional Services		3,015.00	2,190.00	3,990.00	5,185.00	12,405.00	19,645.00	18,195.00	11,298.75				75,923.75
Telephone		503.99	644.05	504.35	515.97	151.50	859.69	357.48	635.30				4,172.33
Freight/Postage						21.50							21.50
In-State Travel									2,495.00				2,495.00
Out-of-State Travel													0.00
Motor Pool					15.15			92.80					107.95
Advertising													0.00
Printing & Microfilming													0.00
Supply & Serv Reduction													0.00
Interdepart Supp&Service													0.00
R & M Equipment		1,596.75	633.75	974.00				8,790.60	1,500.64				13,494.74
R & M Software						25,733.63	23,602.40						49,336.03
R & M Builds & Grounds													0.00
Use Tax													0.00
Miscellaneous Charges													0.00
Fixed Equip			3,495.70	2,234.55			8,290.62						14,020.87
Capital Equip. \$1K - \$5K							30,048.76						30,048.76
Other Capital \$1K - \$5K				9,833.19									9,833.19
Capital Equip. \$5K & Up													0.00
TOTAL EXPENDITURES	56,794.56	64,645.30	80,214.86	67,699.69	67,946.33	75,891.74	127,796.80	78,376.42	60,757.98	0.00	0.00	0.00	680,113.66
FUND BALANCE	1,798,767.38	1,814,622.08	1,795,949.01	1,819,125.68	1,836,468.95	1,846,940.86	1,785,351.56	1,798,729.98	1,808,817.21	1,808,817.21	1,808,817.21	1,808,817.21	