



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/18/2022

*\*= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Pima County Recorder's Office – August 2022 Document Storage & Retrieval Fund 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 recorded documents. 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 August 2022.

**\*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 August 2022 Document Storage & Retrieval Fund Report.

**\*Fiscal Impact:**

N/A

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Recorder

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Contact: Hilary. Hiser, Chief Deputy Recorder

Telephone: (520) 724-4340

Department Director Signature: \_\_\_\_\_

*Gabrielle C. Kelly*

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

*9/22/2022*

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

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

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

*Jur*

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

*9/24/22*

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GABRIELLA CÁZARES-KELLY, Recorder

## DOCUMENT STORAGE & RETRIEVAL FUND

### Summary Report AUGUST 2022

FUND BALANCE AS OF 8/01/2022

**\$1,917,573.66**

#### REVENUES

AUGUST 2022	
Conversion Fee	\$67,892.00
Commingled Interest	\$0.00
Misc. Revenue	\$0.00

TOTAL REVENUES

\$67,892.00

#### EXPENDITURES

AUGUST 2022	
Salaries & Benefits	\$22,546.94
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$0.00
R&M Equipment	\$0.00
R&M Software	\$2,002.83
Professional Services	\$1,425.00
Computer Equip. \$1k -\$5k	\$0.00
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$25,974.77

***ENDING FUND BALANCE AS OF 08/31/2022***

**\$1,959,490.89**