



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 3/10/2015

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

JANUARY 2015

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 JANUARY 2015

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.

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
JANUARY 2015

BEGINNING BALANCE AS OF 1/01/2015

\$690,753.98

REVENUE

Conversion Fee	\$54,236.00
Interest	518.92
AT&T Wireless Settlement	25.91

TOTAL REVENUE

\$54,780.83

SUBTOTAL

\$745,534.81

EXPENDITURES

Salaries & Benefits	55,405.90
Professional Services	6,870.00
Telephone	<u>473.85</u>

TOTAL EXPENDITURES

(\$62,749.75)

FUND ENDING BALANCE

\$682,785.06

** The totals for salaries and benefits are incorrect as of the conversion to the ADP payroll system. The actual amount should be less. We are currently working with Finance/Payroll to determine which employees were being paid incorrectly out of the fund and to process reimbursements to the fund for those amounts from the appropriate general fund accounts.

DOCUMENT STORAGE & RETRIEVAL FUND
JANUARY 2015

EXPLANATION OF EXPENDITURES:

PROFESSIONAL SERVICES

QUEUE CORP	6,870.00	Contracted services for development/testing of database system
------------	----------	--

TELEPHONE

VERIZON WIRELESS	55.27	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	55.27	404-9781 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	40.01	237-5389 Broadband card for using PDA as modem to access internet with laptop for remote site access/network troubleshooting
VERIZON WIRELESS	55.27	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
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges
	473.85	