

COB - BOSAIR FORM

05/07/2026 8:25 AM (MST)

Submitted by Vanessa.Grimaldo@recorder.pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type:	Agenda Item
BOSAIR Activity:	Board Meeting Request
Requested Board Meeting Date:	05/26/2026
Project Title / Description:	Pima County Recorder's Office - March FY26 Document Storage & Retrieval Fund Report

Agenda Item Report

Introduction / Background:	<p>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 the documents recorded. See A. R. S §11 -475.01</p> <p>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.</p>
Discussion:	<p>The attached report reflects the personnel expenditures, the monthly revenue total , and the fund balance of the Document Storage & Retrieval Fund Report for March FY26.</p>
Conclusion:	<p>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.</p>
Recommendation:	<p>It is recommended that the Board of Supervisors ratify the attached March FY26 Document Storage & Retrieval Fund Report.</p>
Fiscal Impact:	N/A
Support of Prosperity Initiative:	N/A
Provide information that explains how this activity supports the selected Prosperity Initiative	N/A
Board of Supervisor District:	• 5

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Department: Recorder

Name: Vanessa Grimaldo

Telephone: 5207244223

Department Director Signature:  Date: 5/7/2026

Deputy County Administrator Signature:  Date: 5/7/2026

County Administrator Signature: _____ Date: _____

Public Service Center Building

240 N. Stone Ave., 1st Floor
Tucson, AZ 85701

Doc. Recording: (520) 724-4350

Voter Registration: (520) 724-4330



Mailing Address:

PO Box 3145
Tucson, AZ 85702-3145

Social: @PimaRecorder

Web: recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

MARCH 2026

FUND BALANCE AS OF 03/01/2026

\$80,364.57

REVENUES

MARCH 2026	
Conversion Fee	\$56,388.00
Commingled Interest	\$331.81
Misc. Revenue	\$0.00

TOTAL REVENUES

\$56,719.81

EXPENDITURES

MARCH 2026	
Salaries & Benefits	\$55,282.48
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	\$1,203.22
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$1,485.00
50102SC - Employee Training	\$0.00

TOTAL EXPENDITURES

\$57,970.70

ENDING FUND BALANCE AS OF 03/31/2026

\$79,113.68