



## 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 – Document Storage & Retrieval Fund FY21-22 Year End 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

**\*Discussion:**

The attached report reflects the personnel expenditures, the monthly revenue total, and the fund balance of the Document Storage & Retrieval for Fiscal Year 2021-2022.

During FY2021-22, the Document Storage & Retrieval Fund's fund balance increased from \$1.49 million at the start of July 2021 and ended with a fund balance of \$1.9 million. The fund generated a total of \$993,057 in revenue, which includes \$6,115 in earned interest during FY2021-22. The total expenditures between personnel expenses and operations were \$565,577.71.

**\*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:**

Staff recommends the Board of Supervisors ratify the attached Document Storage & Retrieval Fund FY2021-22 Year End 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: \_\_\_\_\_

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

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

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

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

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

7/14/2021

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GABRIELLA CÁZARES-KELLY, Recorder

## DOCUMENT STORAGE & RETRIEVAL FUND

### FY2021-2022 Year End Summary Report

FUND BALANCE AS OF 7/01/2021

**\$1,473,044.86**

#### REVENUES

YTD TOTALS	
Conversion Fee	\$986,942.00
Earned Interest	\$6,115.33
Misc. Revenue	\$0.00

TOTAL REVENUES

\$993,057.33

#### EXPENDITURES

YTD TOTALS	
Salaries & Benefits	\$485,937.61
Software	\$0.00
IT Services	\$0.00
Computer Equip < \$1k	\$1,453.43
R&M Equipment	\$0.00
R&M Software	\$56,739.72
Professional Services	\$0.00
Computer Equip. \$1k -\$5k	\$21,446.95
Capital Equip. \$5k & Up	\$0.00

TOTAL EXPENDITURES

\$565,577.71

***ENDING FUND BALANCE AS OF 06/31/2022***

**\$1,900,524.48**