



## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: 9/3/13

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### ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

JUNE 2013

CONTRACT NUMBER (If applicable): \_\_\_\_\_

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### 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 JUNE 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***  
***JUNE 2013***

***BEGINNING BALANCE AS OF 6/01/2013***

**\$1,820,906.08**

**REVENUE**

Conversion Fee	\$83,896.00
Interest	<u>447.20</u>

TOTAL REVENUE

\$84,343.20

***SUBTOTAL***

\$1,905,249.28

**EXPENDITURES**

Salaries & Benefits	33,913.18
Software	208.78
Computer Equipment >1K	2,959.16
Professional Services	59,950.00
Telephone	220.02
R & M Equipment	2,703.76
R & M Software	10,805.15
Capital Equipment	12,218.78

TOTAL EXPENDITURES

(\$122,978.83)

***FUND ENDING BALANCE***

**\$1,782,270.45**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**JUNE 2013**

**EXPLANATION OF EXPENDITURES:**

**SOFTWARE**

ORACLE	80.86	Database Standard Edition
KAGI	<u>127.92</u>	Irfanview license
	208.78	

**COMPUTER EQUIPMENT <\$1K**

DELL	115.86	(6) Display port to DVI video converters
DELL	180.00	(6) Logitech webcams
DELL	2,475.12	(8) UltraSharp 24" Widescreen monitors
STAPLES	<u>188.18</u>	(4) Kensington Orbit Trackballs
	2,959.16	

**SOFTWARE MAINTENANCE & SUPPORT**

ORACLE	44.77	Provisioning and patch automation pack
ORACLE	44.77	Tuning Pack
ORACLE	44.77	Diagnostics Pack
ORACLE	44.78	Configuration management pack
ORACLE	537.27	Tuning Pack – processor perpetual
ORACLE	537.27	Configuration management pack - processor perpetual
ORACLE	537.27	Diagnostics Pack – processor perpetual
ORACLE	537.27	Provisioning and patch automation pack – processor perpetual
ORACLE	596.97	Oracle Database Enterprise Edition – named user plus perpetual
ORACLE	7,163.68	Oracle Database Enterprise Edition – Processor perpetual
ORACLE	<u>716.33</u>	Sales tax on all of above
	10,805.15	

**R & M MACHINERY & EQUIPMENT SERVICES**

DELL	2,703.76	ProSupport & ProSupport Mission Critical for 2 new servers
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**PROFESSIONAL SERVICES**

QUEUE CORP.	8,010.00	Contracted services for development/testing of database system
TOTAL SOLUTIONS	4,923.75	Contracted services for development/testing of database system
TOTAL SOLUTIONS	3,786.25	Contracted services for development/testing of database system
TEK SYSTEMS	2,920.00	Contracted services for development/testing of database system
TEK SYSTEMS	1,776.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,409.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,304.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,920.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,016.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,368.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,960.00	Contracted services for development/testing of database system
TEK SYSTEMS	1,728.00	Contracted services for development/testing of database system

TEK SYSTEMS	2,482.00	Contracted services for development/testing of database system
TEK SYSTEMS	3,360.00	Contracted services for development/testing of database system
TEK SYSTEMS	8,802.00	Contracted services for development/testing of database system
QUEUE CORP.	<u>7,185.00</u>	Contracted services for development/testing of database system

59,950.00

TELEPHONE

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.
PIMA COUNTY FINANCE	<u>140.00</u>	Monthly port charges

220.02

OFFICE MACHINES & COMPUTERS

DELL	12,218.78	(6) Dell Precision T3600 computers
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## 2010/2011 Fiscal Year

DOCUMENT STORAGE & RETRIEVAL														
FY 2012/2013														
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		YTD EXPENDS.
BEGINNING BALANCE	1,779,581.94	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	1,810,815.46	1,820,906.08		
REVENUES														
Conversion Fee	75,980.00	80,500.00	58,932.00	90,248.00	84,532.00	85,312.00	65,938.00	90,928.00	70,551.00	83,880.00	93,928.00	83,896.00	984,623.00	
Commingled Interest			2,609.79	628.36	757.80	1,041.65	271.50	826.84	294.21	859.39	722.01	447.20	8,458.55	
Miscellaneous Revenue													0.00	
TOTAL REVENUES	75,980.00	80,500.00	61,541.79	90,876.36	85,289.60	86,353.65	66,207.50	91,754.84	70,845.21	84,739.39	94,650.01	84,343.20	973,081.55	
SUBTOTAL	1,855,561.94	1,879,267.38	1,876,163.87	1,886,825.37	1,904,415.28	1,922,822.60	1,913,148.36	1,877,106.40	1,869,575.19	1,893,556.60	1,905,465.47	1,905,249.28		
EXPENDITURES														
Salaries & Benefits	47,339.79	48,502.83	40,001.56	47,954.85	60,402.77	35,195.38	45,210.29	40,964.90	43,966.87	30,552.70	39,403.00	33,913.18	513,408,12	
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		9,521.72	140.04	208.78	64,506.74	
IT Services													0.00	
Chemicals														
Computer Equip < 1K		987.51			888.81	2,078.17		2,468.52	861.42	1,038.45	916.52	2,959.16	12,198.56	
Film & Supplies					15.00	296.56		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	18,645.00	18,195.00	11,298.75	11,686.24	32,020.76	59,950.00	179,560.75	
Telephone		503.39	644.05	504.35	515.87	151.50	859.69	357.48	635.30	358.50		577.83	5,328.68	
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			158.83	696.10	962.88	
Advertising													0.00	
Printing & Microfilming													0.00	
Supply & Serv Reduction													0.00	
Interdepart Supp&Service													0.00	
R & M Equipment		1,595.75	633.75	974.00				8,790.60	1,500.64	23,123.15	10,805.14	2,703.76	39,321.65	
R & M Software						25,733.63	23,602.40			6,301.55		10,805.15	77,247.87	
R & M Builds & Grounds													0.00	
Use Tax													0.00	
Miscellaneous Charges													0.00	
Fixed Equip													0.00	
Capital Equip. \$1K - \$5K			3,495.70	2,234.55			8,290.62					12,216.78	26,239.65	
Other Capital \$1K - \$5K													0.00	
Capital Equip. \$5K & Up				9,833.19			30,048.76						39,881.95	
TOTAL EXPENDITURES	56,794.56	64,645.30	80,214.86	67,699.69	67,946.33	75,881.74	127,786.60	78,376.42	60,757.98	82,741.14	84,559.39	122,978.83	970,393.04	
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	1,810,815.46	1,820,906.08	1,782,270.45		