



## 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 – July 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 July 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 July 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: \_\_\_\_\_

*Gabriella C. Kelly*

Date: 9/22/2022

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

*[Signature]*

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

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

Date: 9/24/22

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**Public Service Center Building**240 N. Stone Ave., 1<sup>st</sup> 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****JULY 2022****FUND BALANCE AS OF 7/01/2022****\$1,900,524.48****REVENUES**

| <b>JULY 2022</b>    |             |
|---------------------|-------------|
| Conversion Fee      | \$40,472.00 |
| Commingled Interest | \$0.00      |
| Misc. Revenue       | \$0.00      |

**TOTAL REVENUES****\$40,472.00****EXPENDITURES**

| <b>JULY 2022</b>           |             |
|----------------------------|-------------|
| Salaries & Benefits        | \$23,422.82 |
| Software                   | \$0.00      |
| IT Services                | \$0.00      |
| Computer Equip < \$1k      | \$0.00      |
| R&M Equipment              | \$0.00      |
| R&M Software               | \$0.00      |
| Professional Services      | \$0.00      |
| Computer Equip. \$1k -\$5k | \$0.00      |
| Capital Equip. \$5k & Up   | \$0.00      |

**TOTAL EXPENDITURES****\$23,422.82*****ENDING FUND BALANCE AS OF 07/31/2022*****\$1,917,573.66**