



## BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 5/20/2014

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### ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

MARCH 2014

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 MARCH 2014

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Rev. 10/97

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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**  
**MARCH 2014**

***BEGINNING BALANCE AS OF 3/01/2014*** **\$816,386.60**

**REVENUE**

Conversion Fee \$55,368.00

TOTAL REVENUE \$55,368.00

***SUBTOTAL*** \$871,754.60

**EXPENDITURES**

Salaries & Benefits 38,752.98  
Computer Equipment < \$1K 655.02  
Professional Services 19,113.00  
Telephone 586.00  
Freight/Postage 86.95  
Advertising 351.68  
R & M Software 17,621.24  
Other Capital \$1K - \$5K 1,255.04

TOTAL EXPENDITURES (\$78,421.91)

***FUND ENDING BALANCE*** **\$793,332.69**

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**FEBRUARY 2014**

**EXPLANATION OF EXPENDITURES:**

COMPUTER EQUIPMENT <\$1K

DELL	655.02	Inspiron 660computer
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SOFTWARE MAINTENANCE & SUPPORT

SHI INTERNATIONAL, INC.	732.92	Symantec NetBackup client app database pack ESS
SHI INTERNATIONAL, INC.	385.92	Symantec NetBackup standard client
SHI INTERNATIONAL, INC.	68.26	sales tax on above
ORACLE	417.42	Premier support for systems – SF V210
ORACLE	1,223.65	Premier support for systems – SF V490
ORACLE	591.52	Premier support for systems – SE3510
ORACLE	1,223.65	Premier support for systems – SF V490
ORACLE	477.25	Premier support for systems – SFV215
ORACLE	82.51	Oracle Database Standard Edition named user plus perpetual
ORACLE	553.39	Configuration management pack processor perpetual
ORACLE	7,378.59	Oracle Database Enterprise Edition processor perpetual
ORACLE	46.12	Provisioning and patch automation pack named user plus perpetual
ORACLE	553.39	Provisioning and patch automation pack processor perpetual
ORACLE	553.39	Diagnostics pack processor perpetual
ORACLE	614.88	Oracle Database Enterprise Edition named user plus perpetual
ORACLE	553.39	Tuning pack processor perpetual
ORACLE	46.11	Tuning pack named user plus perpetual
ORACLE	46.11	Diagnostics pack named user plus perpetual
ORACLE	46.11	Configuration management pack named user plus perpetual
ORACLE	737.78	sales tax on above
ORACLE	<u>1,288.88</u>	Linux premier support
	17,621.24	

POSTAGE & FREIGHT

FED EX	86.95	shipping of hard drive for indexing project
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PROFESSIONAL SERVICES

QUEUE CORP	6,345.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,688.00	Contracted services for development/testing of database system
TEK SYSTEMS	3,360.00	Contracted services for development/testing of database system
TEK SYSTEMS	3,360.00	Contracted services for development/testing of database system
TEK SYSTEMS	<u>3,360.00</u>	Contracted services for development/testing of database system
	19,113.00	

ADVERTISING

ARIZONA DAILY STAR	351.68	recruitment ad for database administrator
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TELEPHONE

VERIZON WIRELESS	95.81	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	91.13	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	91.02	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 internet with laptop for remote site access/network troubleshooting.
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges
	586.00	

OTHER CAPITAL \$1K TO \$5K

WORLD WIDE TECHNOLOGIES	1,255.04	APC Smart UPS X 2000 Rack/Tower LCD
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DOCUMENT STORAGE & RETRIEVAL													
FY 2013/2014													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD EXPEND'S
<b>BEGINNING BALANCE</b>	1,782,270.45	1,764,299.49	1,724,860.47	1,587,168.35	1,118,067.87	1,020,706.20	1,014,576.42	930,283.26	816,386.60	793,332.69	793,332.69	793,332.69	
<b>REVENUES</b>													
Conversion Fee	65,336.00	61,512.00	54,148.00	65,632.00	59,460.00	58,448.00	51,836.00	53,444.00	55,368.00				525,184.00
Commingled Interest			846.00	599.63	475.71	354.95	253.08	231.40					2,760.77
Miscellaneous Revenue		129.20											129.20
<b>TOTAL REVENUES</b>	65,336.00	61,641.20	54,994.00	66,231.63	59,935.71	58,802.95	52,089.08	53,675.40	55,368.00	0.00	0.00	0.00	528,073.97
<b>SUBTOTAL</b>	1,847,606.45	1,825,940.69	1,779,854.47	1,653,399.98	1,178,003.58	1,079,509.15	1,066,665.50	983,958.66	871,754.60	793,332.69	793,332.69	793,332.69	
<b>EXPENDITURES</b>													
Salaries & Benefits	51,183.46	39,590.41	40,008.08	31,720.22	30,527.23	32,492.18	32,390.24	44,090.88	38,752.98				340,755.68
Office Supplies				167.63									167.63
Books/Subscriptions													0.00
Software	2,646.00		80.86	53,712.05	27,276.19			19,011.00					102,726.10
IT Services													
Chemicals													0.00
Computer Equip < 1K		215.46	1,591.08	632.33		1,009.63		75.71	655.02				4,179.23
Film & Supplies			6,864.00										6,864.00
Other Operating Supplies													0.00
R & M Supplies						5.84							5.84
Tools & Equip Under \$1K													0.00
Professional Services	29,477.50	45,000.00	62,597.00	73,440.49	68,610.00	29,596.00	86,611.00	103,860.00	19,113.00				518,304.99
Telephone		654.57	506.29	506.49	502.53	502.73	504.47	534.47	586.00				4,297.55
Freight/Postage			64.31	81.11		31.17	184.72		86.95				448.26
In-State Travel													0.00
Out-of-State Travel													0.00
Motor Pool													0.00
Advertising									351.68				351.68
Printing & Microfilming					13,252.14								13,252.14
Supply & Serv Reduction													0.00
Interdepart Supp&Service													0.00
R & M Equipment			1,114.86	1,502.09		6.30							2,623.25
R & M Software		12,401.01	2,880.38	16,914.30	11,129.29	1,288.88	16,691.81		17,621.24				78,926.91
R & M Build's & Grounds													0.00
Use Tax													0.00
Miscellaneous Charges													0.00
Fixed Equip													0.00
Capital Equip. \$1K - \$5K													0.00
Other Capital \$1K - \$5K		3,218.77	10,943.89	61,627.03	6,000.00				1,255.04				83,044.73
Capital Equip. \$5K & Up			66,035.37	295,028.37									361,063.74
<b>TOTAL EXPENDITURES</b>	83,306.96	101,080.22	192,686.12	535,332.11	157,297.38	64,932.73	136,382.24	167,572.06	78,421.91	0.00	0.00	0.00	1,517,011.73
<b>FUND BALANCE</b>	1,764,299.49	1,724,860.47	1,587,168.35	1,118,067.87	1,020,706.20	1,014,576.42	930,283.26	816,386.60	793,332.69	793,332.69	793,332.69	793,332.69	