

COB - BOSAIR FORM

10/17/2025 9:23 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

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 11/04/2025

Project Title / Description: Pima County Recorder's Office – September FY26 Document Storage & Retrieval Fund Report

Agenda Item 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 the documents recorded. 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 September FY26.
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 September FY26 Document Storage & Retrieval Fund Report.
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:	<ul style="list-style-type: none">12

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Department: Recorder

Name: Roxanne Maytorena

Telephone: 5207244344

Department Director Signature:  Date: 10/17/2025

Deputy County Administrator Signature:  Date: _____

County Administrator Signature: _____ Date: 10/17/2025

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240 N. Stone Ave., 1st Floor
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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report SEPTEMBER 2025

FUND BALANCE AS OF 09/01/2025

\$241,102.90

REVENUES

SEPTEMBER 2025	
Conversion Fee	\$70,060.00
Commingled Interest	\$1824.10
Misc. Revenue	\$0.00

TOTAL REVENUES \$71,884.10

EXPENDITURES

SEPTEMBER 2025	
Salaries & Benefits	\$48,820.64
50180SC - New Software	\$21,299.29
50063SC - Software Maint & Support	\$63,872.74
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,240.00

TOTAL EXPENDITURES \$137,232.67

ENDING FUND BALANCE AS OF 09/31/2025 **\$175,754.33**