



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 4/16/2024

\*= Mandatory, Information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Request, pursuant to ARS 12-284.01, to expend funds from the Document and Digital Evidence and Retrieval Conversion Fund to purchase scanning equipment for the office of the Clerk of Superior Court in Pima County.

**\*Introduction/Background:**

The Office of the Clerk of Superior Court is the official record keeper for the Superior Court. As such, it is charged with creating and maintaining an electronic record accessible to our office, the Court, external partners and the public. Currently, our scanning equipment is near end-of-life and must be replaced to maintain our record keeping standards.

**\*Discussion:**

ARS 12-284.01 allows for the purchase of scanning equipment using special revenue that is captured at the time filing fees are paid. This money is set aside to defray the cost of maintaining the clerk's document storage and retrieval system and to convert micrographics or computer automation. The statute also requires coordination with the Superior Court Presiding Judge, which has been attached for your reference.

**\*Conclusion:**

The Clerk of Superior Court is in need of updated scanning equipment. The utilization of the mentioned special revenue fund fits the parameters of this request.

**\*Recommendation:**

We recommend the BOS approve the request to expend \$44,649.19 (tax included) from the Document and Digital Evidence and Retrieval Conversion Fund.

**\*Fiscal Impact:**

General Fund Impact: None                      Special Revenue Fund Impact: \$44,649.19 (tax included)

**\*Board of Supervisor District:**

1     2     3     4     5     All

Department: Clerk of Superior Court

Telephone: 520-724-3201

Contact: James Giacomino, Associate Clerk

Telephone: 520-724-3241

Department Director Signature:  Date: 4/3/2024

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

County Administrator Signature:  Date: 4/3/2024

12-284.01. Document and digital evidence storage and retrieval conversion fund; purposes

A. The document and digital evidence storage and retrieval conversion fund for the clerk of the superior court is established consisting of monies received pursuant to subsection C of this section.

B. The clerk of the superior court shall administer the fund. The clerk, in coordination with the presiding judge, shall expend monies in the fund subject to approval by the county board of supervisors for the following purposes:

1. To defray the cost of maintaining the clerk's document storage and retrieval system and to convert to micrographics or computer automation.

2. To manage and store digital evidence and to facilitate the display of evidence to the jury and court at a trial and related proceedings.

C. In addition to the filing or appearance fee charged pursuant to chapter 3, article 2 of this title or section 12-1705, the presiding judge of the superior court may assess each person required to pay a filing or appearance fee under such article or sections an additional fee of not more than \$15. All monies received from the additional fee pursuant to this subsection shall be transmitted to the county treasurer and placed in the document and digital evidence storage and retrieval conversion fund for the clerk of the superior court.

D. The clerk shall annually submit to the presiding judge the amount of projected revenues to be raised for the document and digital evidence storage and retrieval conversion fund pursuant to this section. If projected revenues of the fund are deemed insufficient to pay for conversion costs, fund monies may accumulate until sufficient monies are available in the fund.



*Office of the Clerk of Superior Court  
Pima County*

*110 West Congress Administration 131-A  
Tucson, Arizona 85701-1317*

Gary L. Harrison  
Clerk of the Superior Court

Tel: (520-724-3201  
Fax: (520) 724-3531

**COORDINATION MEMORANDUM**

Date: March 20, 2024

To: Hon. Jeffrey Bergin, Presiding Judge, Pima County Superior Court  
From: Hon. Gary L. Harrison, Clerk of Superior Court, Pima County

**RE: COORDINATION TO EXPEND DOCUMENT STORAGE AND RETRIEVAL FUNDS**

Over the last few months our office, in coordination with ITSD, has been testing various document image scanner options. When COC IT was absorbed, a suggestion was made to streamline with ITSD standards regarding scanners. We tested the Sharp brand that is being used at Justice Court. That testing was not fruitful based on the need to maintain a higher quality image for a longer period of time than the lower court. We (COC and ITSD) then engaged with Ricoh (formerly Fujitsu) and those scanners and testing met and even exceeded our expectations. We are now in a position where we need to purchase new scanners and imprinters along with warranties to ensure continuity of operation and an overall need to continue to maintain the electronic record. The current scanners are at end of life and out of warranty.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS 12-284.01. The invoices, coordinated and secured by ITSD, are attached for reference, and expire on April 04, 2024. Total amount for three scanners (2 for downtown and 1 for juvenile) with imprinters is \$41,075.52, plus tax.

We are at a point that if a current scanner goes down, we will be paying for site visits and repairs outside of any contract/warranty and due to their age, they are hard to repair and may even be non-repairable in the future.

Your coordination with this project is greatly appreciated.

Attachments: Invoices

Coordination Granted/Approved:

Jeffrey T.  
Bergin

Digitally signed by Jeffrey T.  
Bergin  
Date: 2024.03.28 16:15:07  
-07'00'

Hon. Jeffrey Bergin, Presiding Judge

Harrison, Gary

Digitally signed by Harrison, Gary  
Date: 2024.03.26 11:11:15  
-07'00'

Hon. Gary L. Harrison, Clerk of Superior Court

CC: Ray S. Rivas, Chief Deputy Clerk  
James Giacomino, Associate Clerk of Court  
Francie Rech, Director-Finance, Clerk of Superior Court



Quote Document for

PIMA COUNTY  
Date: March 05,2024

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
3	RICOH SCANNER FI-8930 130PPM- 260IPM PSIP 3-MONTHS BASIC ONSITE INC3MO	\$8,446.29 ea
3	RICOH SCANNER FI-8930 1 YEAR SCANCARE NBD INC1YR	\$3,762.00 ea
1	PAPERSTREAM CAPTURE PRO MID- VOLUME - MAINTENANCE ( 1 YEAR )	\$760.00
	<b>Sub Total:</b>	<b>\$37,384.87+tax</b>

OMNIA CONTRACT # 2021002788

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SueAnn Spence, Sr Account Manager, [sueann.spence@ricoh-usa.com](mailto:sueann.spence@ricoh-usa.com)

Quote Number 34114145

Expires on April 04,2024

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Quote Document for

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Rev. 04/13

Quote Document for

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Quote Document for

PIMA COUNTY

Date:  
March 19,2024

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH FI-8930 SCANNER POST IMPRINTER	\$1,230.25
1	RICOH FI-8930SCANNER POST IMPRINTER	\$1,230.25
1	RICOH FI-8930 SCANNER POST IMPRINTER	\$1,230.25

Sub Total: \$3,690.75 +tax

OMNIA CONTRACT # 2021002788

SueAnn Spence, Sr Account Manager, [sueann.spence@ricoh-usa.com](mailto:sueann.spence@ricoh-usa.com)

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Quote Number 33870017

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INVOICE INCLUDING TAX AMOUNT

Quote Document for



PIMA COUNTY  
Date: April 03,2024

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Quantity	Item Description	Ext Selling Price
3	RICOH SCANNER FI-8930 130PPM- 260IPM PSIP 3-MONTHS BASIC ONSITE INC3MO	\$8,446.29 ea
3	RICOH SCANNER FI-8930 1 YEAR SCANCARE NBD INC1YR	\$3,762.00 ea
1	PAPERSTREAM CAPTURE PRO MID- VOLUME - MAINTENANCE ( 1 YEAR )	\$760.00
	Sub Total:	\$37,384.87
	Tax	3,242.48
	Total	\$40,637.35

OMNIA CONTRACT # 2021002788

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SueAnn Spence, Sr Account Manager, [sueann.spence@ricoh-usa.com](mailto:sueann.spence@ricoh-usa.com)

Quote Number 34114145

Expires on April 04,2024

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INVOICE INCLUDING TAX AMOUNT



Quote Document for

PIMA COUNTY

Date:  
April 03, 2024

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH FI-8930 SCANNER POST IMPRINTER	\$1,230.25
1	RICOH FI-8930SCANNER POST IMPRINTER	\$1,230.25
1	RICOH FI-8930 SCANNER POST IMPRINTER	\$1,230.25
	Sub Total:	\$3,690.75
	Tax	321.09
	Total	\$4,011.84

OMNIA CONTRACT # 2021002788

SueAnn Spence, Sr Account Manager, sueann.spence@ricoh-usa.com

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Quote Number 33870017

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