



BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 4/15/2014

ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

FEBRUARY 2014

CONTRACT NUMBER (If applicable): _____

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 FEBRUARY 2014

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
FEBRUARY 2014

BEGINNING BALANCE AS OF 2/01/2014

\$930,283.26

REVENUE

Conversion Fee	\$53,444.00
Interest	<u>231.40</u>

TOTAL REVENUE

\$53,675.40

SUBTOTAL

\$983,958.66

EXPENDITURES

Salaries & Benefits	44,090.88
Software	19,011.00
Computer Equipment < \$1K	75.71
Professional Services	103,860.00
Telephone	<u>534.47</u>

TOTAL EXPENDITURES

(\$167,572.06)

FUND ENDING BALANCE

\$816,386.60

DOCUMENT STORAGE & RETRIEVAL FUND
FEBRUARY 2014

EXPLANATION OF EXPENDITURES:

SOFTWARE UNDER \$100,000

SHI, INTERNATIONAL	1008.00	MPKI for SSL Standard -- Symantec renewal
SHI, INTERNATIONAL	151.00	MPKI For SSL -- Gold support -- Symantec renewal
SHI, INTERNATIONAL	70.70	Sales tax on above
SHI, INTERNATIONAL	2,311.92	Adobe volume license -- master collection CS6
SHI, INTERNATIONAL	<u>15,469.38</u>	Microsoft Select -- Office Standard 2013 (60)

19,011.00

COMPUTER EQUIPMENT <\$1K

INSIGHT	75.71	NETGEAR ProSafe FS116 Desktop switch
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PROFESSIONAL SERVICES

QUEUE CORP	12,960.00	Contracted services for development/testing of database system
TEK SYSTEMS	2,368.00	Contracted services for development/testing of database system
TEK SYSTEMS	7,392.00	Contracted services for development/testing of database system
CUSTOM STORAGE	70,800.00	Services for Citrix XenDesktop Product Build
TEK SYSTEMS	5,988.00	Contracted services for development/testing of database system
TEK SYSTEMS	<u>4,352.00</u>	Contracted services for development/testing of database system

103,860.00

TELEPHONE

VERIZON WIRELESS	55.28	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	67.47	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	71.91	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	.28	long distance
PIMA COUNTY FINANCE	31.49	long distance
PIMA COUNTY FINANCE	<u>148.00</u>	Monthly port charges

534.47

DOCUMENT STORAGE & RETRIEVAL														
FY 2013/2014														
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		YTD EXPEND'S
BEGINNING BALANCE	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	816,386.60	816,386.60	816,386.60		
REVENUES														
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						469,816.00
Commingled Interest			846.00	599.63	475.71	354.95	253.08	231.40						2,760.77
Miscellaneous Revenue		129.20												129.20
TOTAL REVENUES	65,336.00	61,641.20	54,994.00	66,231.63	59,935.71	58,802.95	52,089.08	53,675.40	0.00	0.00	0.00	0.00		472,705.97
SUBTOTAL	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	816,386.60	816,386.60	816,386.60	816,386.60		
EXPENDITURES														
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						302,002.70
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						3,524.21
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						499,191.99
Telephone		654.57	506.29	506.49	502.53	502.73	504.47	534.47						3,711.55
Freight/Postage			64.31	81.11		31.17	184.72							361.31
In-State Travel														0.00
Out-of-State Travel														0.00
Motor Pool														0.00
Advertising														0.00
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							61,305.67
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									81,789.69
Capital Equip. \$5K & Up			66,035.37	295,028.37										361,063.74
TOTAL EXPENDITURES	83,306.96	101,080.22	192,686.12	535,332.11	157,297.38	64,932.73	136,382.24	167,572.06	0.00	0.00	0.00	0.00		1,438,589.82
FUND BALANCE	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	816,386.60	816,386.60	816,386.60	816,386.60		