



## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: 4/7/2015

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### ITEM SUMMARY, JUSTIFICATION & SPECIAL CONSIDERATIONS:

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

FEBRUARY 2015

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 FEBRUARY 2015

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 2015**

***BEGINNING BALANCE AS OF 2/01/2015***

**\$682,785.06**

**REVENUE**

Conversion Fee	\$44,472.00
Interest	314.64

**TOTAL REVENUE**

**\$44,786.64**

***SUBTOTAL***

**\$727,571.70**

**EXPENDITURES**

Salaries & Benefits	37,859.75**
Professional Services	7,425.00
Telephone	720.12
Software Maintenance & Support	1,206.36

**TOTAL EXPENDITURES**

**(\$47,211.23)**

***FUND ENDING BALANCE***

**\$680,360.47**

\*\* The totals for salaries and benefits are incorrect as of the conversion to the ADP payroll system in November 2015. Several employees were being paid out of the fund in error. We have worked with Finance/Payroll to determine which employees were being paid incorrectly out of the fund and to process reimbursements to the fund for those amounts from the appropriate general fund accounts. Paperwork has been submitted for transfers back into the fund in the total amount of \$60,291.66. This will appear on our report when the transfers are actually completed. All employees are now being paid from the correct fund.

**DOCUMENT STORAGE & RETRIEVAL FUND**  
**FEBRUARY 2015**

**EXPLANATION OF EXPENDITURES:**

PROFESSIONAL SERVICES

QUEUE CORP	7,425.00	Contracted services for development/testing of database system
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TELEPHONE

VERIZON WIRELESS	55.33	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
VERIZON WIRELESS	55.33	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	55.33	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
VERIZON WIRELESS	55.33	425-7576 PDA for IT staff for constant contact capability and for receiving system failure alerts
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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	.08	Monthly long distance
PIMA COUNTY FINANCE	148.00	Monthly port charges
	720.12	