

COB - BOSAIR FORM

03/31/2026 8:36 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: 04/21/2026

Project Title / Description: Pima County Recorder's Office – February 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 February 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 February 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:

- 1
- 2
- 3
- 4
- 5

Department:

Recorder

Name:

Vanessa Grimaldo

Telephone:

5207244223

Department Director Signature:  Date: 3/31/2024

Deputy County Administrator Signature:  Date: _____

County Administrator Signature: _____ Date: 4/1/2024

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report FEBRUARY 2026

FUND BALANCE AS OF 02/01/2026 **\$92,786.28**

REVENUES

FEBRUARY 2026	
Conversion Fee	\$45,476.00
Commingled Interest	\$509.50
Misc. Revenue	\$0.00

TOTAL REVENUES \$45,985.50

EXPENDITURES

FEBRUARY 2026	
Salaries & Benefits	\$45,240.20
50180SC - New Software	\$461.14
50063SC - Software Maint & Support	\$12,705.87
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$0.00
50102SC - Employee Training	\$0.00

TOTAL EXPENDITURES \$58,407.21

ENDING FUND BALANCE AS OF 02/28/2026 \$80,364.57