



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: 03/03/2026

Project Title / Description: Pima County Recorder's Office – November, December, and January 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 November, December, and January 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 November, December, and January 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: 2/10/26

Deputy County Administrator Signature:  Date: _____

County Administrator Signature: _____ Date: 2/11/2026

Public Service Center Building

240 N. Stone Ave., 1st Floor
Tucson, AZ 85701

Doc. Recording: (520) 724-4350

Voter Registration: (520) 724-4330



Mailing Address:

PO Box 3145
Tucson, AZ 85702-3145

Social: @PimaRecorder

Web: recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

NOVEMBER 2025

FUND BALANCE AS OF 11/01/2025

\$146,284.08

REVENUES

NOVEMBER 2025	
Conversion Fee	\$47,711.75
Commingled Interest	\$642.98
Misc. Revenue	\$0.00

TOTAL REVENUES

\$48,354.73

EXPENDITURES

NOVEMBER 2025	
Salaries & Benefits	\$44,647.92
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	\$1,758.77
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,375.00

TOTAL EXPENDITURES

\$49,781.69

ENDING FUND BALANCE AS OF 11/30/2025

\$144,857.12

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DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

DECEMBER 2025

FUND BALANCE AS OF 12/01/2025

\$144,857.12

REVENUES

DECEMBER 2025	
Conversion Fee	\$9,903.00
Commingled Interest	\$563.55
Misc. Revenue	\$0.00

TOTAL REVENUES

\$10,466.55

EXPENDITURES

DECEMBER 2025	
Salaries & Benefits	\$51,215.64
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	\$1,058.52
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$2,970.00

TOTAL EXPENDITURES

\$55,244.16

ENDING FUND BALANCE AS OF 12/31/2025

\$100,079.51

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

JANUARY 2026

FUND BALANCE AS OF 01/01/2026

\$100,079.51

REVENUES

JANUARY 2026	
Conversion Fee	\$99,096.00
Commingled Interest	\$461.13
Misc. Revenue	\$0.00

TOTAL REVENUES

\$99,557.13

EXPENDITURES

JANUARY 2026	
Salaries & Benefits	\$49,877.81
50180SC - New Software	\$0.00
50063SC - Software Maint & Support	\$53,685.00
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$2,038.55
50102SC - Employee Training	\$1,249.00

TOTAL EXPENDITURES

\$106,850.36

ENDING FUND BALANCE AS OF 01/31/2026

\$92,786.28